



**PUBLIC TRANSIT SECTION  
WORK PROGRAM  
FISCAL YEAR 2005**

**May 2004**

**Indiana Department of Transportation  
Public Transit Section  
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## SUMMARY

The Indiana Department of Transportation is a diverse transportation organization that supports development of Indiana's multi-modal transportation system. The Public Transit Section is one of four modal sections (aeronautics, highways, public transit, and railroads) within the department. It is responsible for the ongoing administration of financial aid programs, transit planning, policy development, and oversight of local planning and improvements for transit services.

Indiana's passenger transportation system consists of 53 public transit systems, hundreds of specialized transportation providers, several intercity carriers and a commuter rail system. INDOT's primary concern is the financial soundness of these systems and their importance to the economy, mobility, and quality of life in the communities they serve.

This work program is a management tool designed to help the Section address issues of primary importance. The work elements are the result of a continuing internal review and management planning process. This work program will be accomplished through optimal use of staff resources, other departmental divisions, state/local coalitions, and consultant services.

According to state statute, the Public Transit Section is responsible for administering federal and state transit assistance programs for the promotion and improvement of public transportation. The Section's grant assistance function is designed to assist eligible systems in maintaining essential transit services, which includes both grant delivery and program compliance responsibilities. Our technical assistance function helps systems in achieving their potential by encouraging information sharing, introducing new and improved management techniques and service delivery systems, providing specific training in needed areas, and providing on-site management and planning assistance.

### **Mission Statement**

**To improve personal mobility and the quality of life of individuals through the preservation and enhancement of passenger transportation delivery systems.**

### **Policy Statement**

**The Public Transit Section of INDOT will strive to develop an efficient and well-integrated multi-modal transportation system. This will be pursued through cost-efficient and cost-effective management and maintenance of existing facilities and services, through appropriate expansion of capacity and through removal of bureaucratic constraints to efficient and effective transportation of people.**

### **Goals**

- 1. Improve access to employment, community services, education, and recreational services for all Hoosiers.**

#### **Goals continued**

2. **Provide every community with a broader range of transportation options.**
3. **Support affordable modal choices for all Hoosiers.**
4. **Support energy conservation and air quality improvements.**

#### **Major Objectives**

1. **Implement and administer state and federal financial aid programs.**
2. **Program compliance of our state and federal grant programs.**
3. **Continue the Section's involvement with activities that result in air quality improvements.**
4. **Continue to implement program and administrative changes resulting from any changes in federal, state, and/or local government.**
5. **Update management guides for our state and federal grant programs.**

#### **Values & Guiding Principles**

1. **Leadership for innovation, creativity and technology in the continuing development of a balanced multi-modal transportation system.**
2. **Honesty, integrity and sincerity in communications with our customers.**
3. **Quality services and products for our customers in a timely fashion.**
4. **Fairness and equality to all of our customers.**

## **Human Resources**

***Section Manager (1):*** Provides leadership and direction in the operation of a transit section. Responsible for independent judgment in the implementation of departmental goals, objectives, policies and strategies as related to public transportation. Develops and implements annual work program. Assists with development and implements project selection and investment strategies. Oversees and maintains planning and programming processes. Manages work flow and coordinates interactions with other entities.

***Program Managers (2):*** Plans and manages the Section 5310, Section 5311 and Public Mass Transportation Program. Suggests improvements and implements project selection and investment strategies. Responsible for state and federal program compliance. Assists with development of section's annual overall work program. Supervises staff in meeting work objectives.

***Transit Planner (1):*** Provides technical planning support to INDOT transit staff, Indiana transit systems, and Metropolitan Planning Organizations (MPOs). Manages the Section 5303 funding program. Prepares the INSTIP-Transit Element and INDOT Public Transit Annual Report.

***Project Managers (2):*** Manages and implements grants and specific projects. Assist in preparation of statewide federal grant, evaluates projects, provides technical assistance, and oversees local compliance with program rules. Supervises team projects.

***Indiana Rural Transit Assistance Program - Contract Staff (4):***  
Develops, implements and maintains an annual program of technical assistance, training, and training scholarships for public and specialized transportation providers.

***Indiana Urban Transit Assistance Program – Contract Staff (1):***  
Develops, implements and maintains an annual program of technical assistance, training for urban transit operators.

**Subcategory 817**  
**Technical and Informational Assistance and Special Projects**

The Public Transit Section is committed to a program of statewide technical assistance and information dissemination. We will augment our ability to undertake various projects towards this end through the assistance of contractual arrangements with university services, consultant agreements, and/or coalitions of various Department resources.

We will continue to publish a public transit annual report. Information in the annual report serves as data input for the state funding and the Section 5311 performance allocation formulas. In addition, the report provides a continuous record of transit operating and financial data since. The Section will also continuously update the PTS home page on the Internet, which includes important information for our public transit systems, transportation providers and other customers of public transportation.

We will continue our efforts toward improving the image of transit in Indiana, identifying and articulating the benefits and value of transit services statewide and at the community levels.

**Fiscal Year 2005 Priorities**

- 2004 Annual Report
- Public Transit Section Web-Site
- Multi-State Technical Assistance Program (MTAP)
- UTAP Program
- Section 5311 Workshop
- Feasibility Planning Grants
- Section 5310 Technical Assistance

**Task #1**

Prepare, publish and disseminate the calendar year 2004 Annual Report. A consultant will complete this task.

**End products and completion dates:**

- Revise the annual report survey. (12/04)
- Mail surveys to the public transit systems. (12/04)
- Verify systems annual report surveys for completeness and accuracy. (3/05)
- Enter annual report data into the PTS database. (5/05)
- Revise and update annual report narratives and summary tables. (5/05)
- Review draft Annual Report. (6/05)
- Mail annual reports to public transit systems and other transit customers. (6/05)

## Task #2

Maintain and update of the Public Transit Section Web-Site

End products and completion dates:

- Update and maintain the Public Transit Section home page. (as needed)

## Task #3

Continue to participate in the AASHTO Multi-State Technical Assistance Program (MTAP).

End products and completion dates:

- Submit MTAP alerts to member states requesting information. (as needed)
- Respond to MTAP alerts from other member states. (as needed)
- Participate on the MTAP membership committee. (as needed)
- Attend the MTAP workshop and the annual MTAP conference. (12/05 and 5/05)

## Task #4

Urban Technical Assistance Program (UTAP)

End products and completion dates:

- Create a 2005 work plan for the UTAP Program. (9/04)
- Project Management for the UTAP contract (as needed)
- Process claims and payments submitted by the consultant (as needed)

## Task #5

Facilitate a workshop for the Section 5311 Grantees.

End products and completion dates:

- Create an agenda for the workshops. (8/04)
- Staff will submit invitations and agendas to our grantees. (9/04)
- Conduct the Section 5311 workshop. (10/04)

### Task #6

Provide planning grants to determine the feasibility of initiating public transit service. The grants will be available to local governments in rural areas to determine the demand for public transportation, the level of local support and projected operating and capital cost.

#### End products and completion dates:

- Review and approve sub-grantees feasibility grant applications. (10/04)
- Execute contracts between INDOT and sub-grantees. (12/04)
- Review and approve sub-grantees consultant contracts. (2/05)
- Provide technical assistance to grantees for the feasibility studies. (as needed)
- Review, evaluate and prioritize the grantee's feasibility studies. (6/05)
- Process claims and closeout purchase orders. (6/05)

### Task #7

Provide technical assistance to Section 5310 grantees. A consultant will complete this task.

#### End products and completion dates:

- Consultant will conduct on site compliance reviews of grantees. (as needed)
- Consultant will submit draft compliance reports to INDOT. (as completed)
- Staff will review and approve grantee noncompliance response letters (as needed)
- Perform project management duties for the compliance review consultant (as needed)
- Provide technical assistance to grantees (as needed)
- Process claims submitted by the consultant. (as needed)
- Extend agreement between INDOT and consultant or process new PSB. (as needed)

**Person Hours      876**



**Subcategory 818**  
**Section 5311 Program**

Section 5311 of the Federal Transit Act authorizes the Secretary of Transportation to apportion funds to the Governor of each state for public transportation projects in non-urbanized areas. The funds, appropriated annually, are apportioned on a population-based formula and may be used for public transportation projects. Section 5311 funds are administered by that states Governor. The Governor of Indiana has designated the Indiana Department of Transportation (INDOT) as the agency responsible for administering this program. The program is implemented by the INDOT's Public Transit Section.

Section 5311 funds may be used for planning, capital and operating projects for state agencies, local public bodies, nonprofit organizations and operators of public transportation systems. The state must also expend 15% to carry out a program for the development and support of intercity bus transportation unless the Governor certifies that the intercity bus needs of the state are adequately met. An amount not to exceed 15 percent of the state apportionment may be used for state administration, planning, and technical assistance activities.

The state of Indiana receives about \$7 million in federal funds to be distributed through the Section 5311 Program. Operating projects are funded up to 50 percent of net operating costs, while capital; marketing and feasibility study projects are funded up to 80% of total project cost.

The Section 5311 grant cycle commences in May of each year with the solicitation of potential applicants and culminates with the contracting of approved projects. The Section 5311 State Management Plan describes the policies and procedures used by INDOT to implement and monitor the Section 5311 program.

**Fiscal Year 2005 Priorities**

- Administration of Section 5311 Funds
- Section 5311 Project Management
- Section 5311 Program Management
- Section 5311 Compliance
- RTAP program and project management

**Task #1**

Administer the Section 5311 grant program.

**End Products and completion dates:**

- Distribute CY 2005 grant applications to qualified grant applicants. (7/04)
- Revise the CY 2005 grant contracts. (7/04)

- Submit completed grant applications to the ICG for review. (8/04)
- Review and prioritize grant applications. (8/04)
- Finalize the program of projects for CY 2005 (9/04)
- Execute grant contracts between INDOT and the grantees for CY 2005 (9/04)
- Solicit letters of intent from eligible applicants for CY 2006. (5/05)
- Calculate the preliminary formula allocation for CY 2006. (5/05)
- Revise the grant application for CY 2006. (6/05)
- Collect letters of intent from all applicants for CY 2006 (6/05)
- Review letters of intent for CY 2006 (6/05)

#### Task #2

Perform project management duties and activities for all grantees of the Section 5311 grant program.

#### End Products and Completion Dates:

- Submit executed grant contracts to grantees. (1/05)
- Perform contract and budget amendments/revisions. (as needed)
- Review quarterly operating report data from grantees. (quarterly)
- Review grantee procurement documents for capital equipment. (as needed)
- Process quarterly operating assistance claims for grantees. (quarterly)
- Process capital assistance claims for grantees. (as needed)
- Submit quantity purchase award agreements to grantees. (as needed)
- Provide technical assistance to grantees (as needed)

#### Task #3

Perform program management duties for all active Section 5311 grants (IN-18-0020 IN-18-0021 and IN-18-0022 and apply for federal fiscal year 2004 funds.

#### End Products and Completion Dates:

- Submit grant application to the FTA for federal fiscal year 2004 funds (9/04)
- Prepare and submit annual report to the Federal Transit Administration (11/04)
- Closeout and submit final reports for completed grants with the FTA. (11/04)
- Revise the Section 5311 Program Manual (as needed)
- Revise the program of projects of active grants (as needed)
- Submit the 5333(b) certification letter to the Department of Labor (8/04)

#### Task #4

Perform compliance reviews of Section 5311 grantees in accordance to state and federal regulations. A consultant will complete this task.

#### End Products and Completion Dates:

- Consultant will conduct on site compliance reviews of grantees. (as needed)
- Consultant will submit draft compliance reports to INDOT. (as completed)
- Staff will review and approve grantee noncompliance response letters (as needed)
- Perform project management duties for the compliance review consultant (as needed)
- Provide technical assistance to grantees (as needed)
- Process claims submitted by the consultant. (as needed)
- Extend agreement between INDOT and consultant or process new PSB. (as needed)

#### Task #5

Perform RTAP program and project management duties for all active RTAP grants  
(IN-18-0022 - (SEE ATTACHMENT A - The RTAP Work Plan)

- Staff will execute grant agreement between RTAP and INDOT. (12/04)
- Staff will review RTAP work program. (5/05)
- Staff will review status report information. (monthly)
- Close out completed RTAP grant contracts with RTAP and FTA. (as needed)

**Person Hours      5,265**

## **Subcategory 819**

### **Section 5310 Program**

Section 5310 of the Federal Transit Act, declares as national policy that elderly persons and persons with disabilities have the same right to access transportation services as other persons. Section 5310 authorizes federal capital assistance grants to meet the special needs of elderly persons and persons with disabilities where public mass transportation services are unavailable, insufficient or inappropriate. Eligible applicants include private non-profit organizations and public bodies that coordinate specialized transportation services.

The Section 5310 program supplements other Federal Transit Administration capital assistance programs by funding equipment for transporting elderly person and persons with disabilities.

Indiana annually receives about \$1.8 million of federal funds to distribute on an 80% federal and 20% local matching basis. The Governor of Indiana has designated the Indiana department of Transportation (INDOT) as the agency responsible for administering Indiana's Section 5310 allocation.

The INDOT, Public Transit Section solicits Section 5310 applications, selects projects, executes grant awards, buys equipment and monitors vehicle operation. To participate in the Section 5310 program, an applicant must submit an application, which meets the criteria outlined in the Section 5310 management guide. Eligible equipment requests include passenger vehicles, accessibility equipment and communication systems.

Receiving a vehicle under the Section 5310 program is a lengthy process and may take up to two years from application to receipt of vehicle. The Section 5310 State Management Plan describes the policies and procedures used by INDOT to implement and monitor the Section 5310 program.

#### **Fiscal Year 2005 Priorities**

- Administration of Section 5310 Funds
- Procurement of Equipment
- Section 5310 Project Management
- Section 5310 Program Management
- Section 5310 Program Compliance

#### **Task #1**

Administer the Section 5310 grant program.

#### **End Products and Completion Dates:**

- Solicit letters of intent from potential applicants. (11/04)
- Revise the grant application. (11/04)
- Revise the local contracts for grant # IN-16-0030 (8/04)

- Execute contracts between INDOT and grantees for grant # IN-16-0030. (9/04)
- Distribute applications to all eligible applicants. (12/04)
- Conduct a technical assistance grant application workshop (12/04)
- Conduct a technical review of grant applications. (4/05)
- Submit applications to the Transportation Advisory Group (TAG) for review. (5/05)
- Facilitate a TAG meeting to prioritize the grant applications (5/05)
- Develop a Program of Projects. (6/05)
- Notify applicants of acceptance or rejection of grant application (6/05)

#### Task #2

Procure equipment (standard vans, light equipped vans, mini-vans, light transit vehicles and school type buses) for grantees in accordance with all state and federal procurement rules and regulations.

#### End Products and Completion Dates:

- Develop of specifications for vehicles (as needed)
- Submit specifications to the Indiana Department of Administration (as needed)
- Evaluate bid proposals from vendors for vehicles (as needed)
- Request vehicle options from grantees. (1/05)
- Collect local share from the grantees (3/05)
- Execute purchase orders for vehicles. (as needed)
- Coordinate pick up and delivery of vehicles for grantees (as needed)
- Process payment for equipment (as needed)

#### Task #3

Perform project management duties and activities for all grantees of the Section 5310 grant program.

#### End Products and Completion Dates:

- Submit fully executed grant contracts to grantees (10/04)
- Perform contract and budget amendments/revisions (as needed)
- Review quarterly operating report data from grantees (quarterly)
- Submit vehicle titles to grantees (as needed)
- Provide technical assistance to grantees (as needed)

#### Task #4

Perform program management duties for all active Section 5310 grants (0024, 0025, 0026, and 0027) and apply for federal fiscal year 2003 funds.

**End Products and Completion Dates:**

- Submit grant application to the FTA for federal fiscal year 2005 funds (6/05)
- Prepare and submit annual report to the Federal Transit Administration (11/04)
- Revise the Section 5310 Program Guide (as needed)
- Revise the program of projects of active grants (as needed)

**Task #5**

Perform compliance reviews of grantees in accordance to Section 5310 federal regulations (A consultant will complete this task).

**End Products and Completion Dates:**

- Update the Section 5310 Compliance review survey (as needed)
- Schedule grantee compliance reviews. (as needed)
- Conduct compliance desk reviews (as needed)
- Conduct on site compliance reviews (as needed)
- Submit report to grantees outlining compliant & non-compliant areas. (as needed)

**Person Hours      1,365**

**Subcategory 820**  
**Section 5303 and 5313 Program**

The INDOT, Public Transit Section acts as the grantee for the Federal Transit Administration's Section 5303 and 5313 planning assistance grant programs. The planning grants are for the planning, engineering, designing and evaluation of public transportation projects and other transportation technical studies. The FTA is the federal agency responsible for awarding Section 5303 and 5313 grants.

Current federal regulations allow states to administer Section 5303 funding to urbanized areas over 50,000 in population. In the state of Indiana, each urbanized area with a population greater than 50,000 is represented by a Metropolitan Planning Organization (MPO). The state of Indiana has thirteen MPOs, which receive planning funds. The urban areas include Anderson, Bloomington, Columbus, Evansville, Kokomo, Lafayette, Muncie, Terre Haute, Fort Wayne, Indianapolis, South Bend, Southern and Northwestern, Indiana.

INDOT submits a grant application for the Section 5303 and 5313 planning funds to the FTA. The funds are passed through to the MPOs for transportation planning. Planning requirements have been established under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. The 5313 planning funds are used by INDOT to administer the Section 5303 planning funds and for state technical planning studies.

The Section 5303 funds are distributed to the MPOs by a formula allocation based on population and the amount of funds received in 1991. The formula allocation is calculated and distributed to the MPOs after the apportionment is listed in the Federal Register. The formula was approved on March 10, 2003 by the FTA and remains in effect unless INDOT, in cooperation with the affected MPOs requests a change in the formula. The funding allocation is on a state fiscal year basis. To receive these funds, a MPO must submit an Overall Work Program to INDOT. The MPO documents work elements in their overall work programs. These elements describe the task objective, tangible product expected, previous work toward this objective, relationship to other activities, agency responsible for work, time schedules and cost and funding sources.

MPOs must submit claims for their Section 5303 funds to the PTS in order to receive reimbursement for their completed activities. In addition to sending a claim, they must submit a financial status report and a quarterly progress report. The PTS also requires an annual completion report after the close of the fiscal year. The completion report includes all work completed within the fiscal year. In addition, a completion report must contain a budget and expenditure summary for each funding source. The Section 5303 program guide describes the policies and procedures used by INDOT to implement and monitor the program.

**Fiscal Year 2005 Priorities**

- Administer the Section 5303 Funds
- Section 5303 and 5313 project management

- Section 5303 and 5313 program management
- Section 5307, 5309 and CMAQ program and project management
- The Indiana Transportation Improvement Program (INSTIP)
- Transportation Coordination

#### Task #1

Administer the Section 5303 grant program.

##### End Products and completion dates:

- Calculate the 2005 funding allocation. (12/04).
- Determine carryover-funding amounts. (12/04)
- Send the 2005 allocation letter and carryover amounts to the MPOs. (12/04)
- Review MPO draft work programs. (3/05)
- Write comment letters regarding the MPO draft work programs. (4/05)
- Attend the work program meetings between the MPO and INDOT. (5/05)
- Submit work program approval letters to the MPOs. (6/05)

#### Task #2

Perform project management duties and activities for all grantees of the Section 5303 grant program.

##### End Products and Completion Dates:

- Submit executed grant contracts to grantees. (9/04)
- Process work program, contract and budget amendments. (as needed)
- Review quarterly financial status and progress reports. (quarterly)
- Review grantee procurement documents for planning studies. (as needed)
- Process quarterly claims for grantees. (quarterly)
- Review final completion reports submitted by the MPOs. (11/04)
- Close out and deobligate grant contracts. (as needed)
- Revise the FY 2003 grant agreements. (5/05)
- Attend technical and policy advisory committee meetings. (as needed)
- Review and process intergovernmental review documentation. (as needed)
- Provide technical assistance to grantees (as needed)
- Perform project management for the following 13 MPOs: (as needed)



## **MPO Pass through Summaries - FY 2004**

### **ANDERSON - Madison County Council of Governments Anderson City Planning Department**

Summary: The MPO will submit an overall work program to the INDOT which will include all work elements, descriptions, end products, schedules, funding sources and funding amounts.

	<u>Section 5303</u>	<u>Section 5307</u>	<u>Local</u>	<u>Total</u>
MCCOG	33,919	0	8,480	<b>42,399</b>

### **BLOOMINGTON - Bloomington Plan Commission Bloomington Public Transportation Corporation**

Summary: The MPO will submit an overall work program to the INDOT which will include all work elements, descriptions, end products, schedules, funding sources and funding amounts.

	<u>Section 5303</u>	<u>Section 5307</u>	<u>Local</u>	<u>Total</u>
MPO	333,356	0	8,339	<b>41,695</b>

### **COLUMBUS - COLUMBUS MPO COLUMBUS TRANSIT**

Summary: The MPO will submit an overall work program to the INDOT which will include all work elements, descriptions, end products, schedules, funding sources and funding amounts.

	<u>Section 5303</u>	<u>Section 5307</u>	<u>Local</u>	<u>Total</u>
MPO	18,669	0	4,667	<b>23,336</b>

### **EVANSVILLE -Evansville Urban Transportation Study**

Summary: The MPO will submit an overall work program to the INDOT which will include all work elements, descriptions, end products, schedules, funding sources and funding amounts.

	<u>Section 5303</u>	<u>Section 5307</u>	<u>Local</u>	<u>Total</u>
EUTS	44,947	0	11,237	<b>56,184</b>

### **FORT WAYNE -Northeastern Indiana Regional Coordinating Council**

Summary: The MPO will submit an overall work program to the INDOT which will include all work elements, descriptions, end products, schedules, funding sources and funding amounts.

	<u>Section 5303</u>	<u>Section 5307</u>	<u>Local</u>	<u>Total</u>
NIRCC	57,857	0	14,464	72,321

### **INDIANAPOLIS - Indianapolis Department of Metropolitan Development**

Summary: The MPO will submit an overall work program to the INDOT which will include all work elements, descriptions, end products, schedules, funding sources and funding amounts.

	<u>Section 5303</u>	<u>Section 5307</u>	<u>Local</u>	<u>Total</u>
DMD	288,621	0	72,155	360,776

### **KOKOMO - Kokomo-Howard Governmental Coordinating Council**

Summary: The MPO will submit an overall work program to the INDOT which will include all work elements, descriptions, end products, schedules, funding sources and funding amounts.

	<u>Section 5303</u>	<u>Section 5307</u>	<u>Local</u>	<u>Total</u>
MPO	20,329	0	5,082	25,411

### **LAFAYETTE -Tippecanoe County Area Planning Commission**

Summary: The MPO will submit an overall work program to the INDOT which will include all work elements, descriptions, end products, schedules, funding sources and funding amounts.

	<u>Section 5303</u>	<u>Section 5307</u>	<u>Local</u>	<u>Total</u>
TCAPC	30,725	0	7,681	38,406

### **LOUISVILLE - Kentuckiana Regional Planning and Development Agency**

Summary: The MPO will submit an overall work program to the INDOT which will include all work elements, descriptions, end products, schedules, funding sources and funding amounts.

	<u>Section 5303</u>	<u>Section 5307</u>	<u>Local</u>	<u>Total</u>
KIPDA	30,064	0	7,516	37,580

### **MUNCIE - Delaware-Muncie Metropolitan Plan Commission**

Summary: The MPO will submit an overall work program to the INDOT which will include all work elements, descriptions, end products, schedules, funding sources and funding amounts.

	<u>Section 5303</u>	<u>Section 5307</u>	<u>Local</u>	<u>Total</u>
MPO	31,137	0	7,784	38,921

### **NIRPC - Northwestern Indiana Regional Planning Commission**

Summary: The MPO will submit an overall work program to the INDOT which will include all work elements, descriptions, end products, schedules, funding sources and funding amounts.

	<u>Section 5303</u>	<u>Section 5307</u>	<u>Local</u>	<u>Total</u>
NIRPC	214,748	0	53,687	268,435

### **SOUTH BEND/ELKHART/GOSHEN - Michiana Area Council of Governments**

Summary: The MPO will submit an overall work program to the INDOT which will include all work elements, descriptions, end products, schedules, funding sources and funding amounts.

	<u>Section 5303</u>	<u>Section 5307</u>	<u>Local</u>	<u>Total</u>
MACOG	88,124	0	22,031	110,155

### **TERRE HAUTE -West Central Indiana Economic Development District**

Summary: The MPO will submit an overall work program to the INDOT which will include all work elements, descriptions, end products, schedules, funding sources and funding amounts.

	<u>Section 5303</u>	<u>Section 5307</u>	<u>Local</u>	<u>Total</u>
WCIEDD	33,380	0	8,345	41,725

#### **Task #3**

Perform program management duties for all active Section 5303 grants (IN-80-2009, IN-80-2010, IN-80-2011 and IN-80-2012) and submit a grant application for federal fiscal year 2004 funds.

### End Products and Completion Dates:

- Attend the 2004 annual MPO conference. (10/04)
- Revise the Section 5303 Program Guide (6/05)
- Prepare the FY 2006-work program for the Public Transit Section. (5/05)
- Submit grant application to the FTA for federal fiscal year 2004 funds (6/05)
- Prepare and submit quarterly & annual reports to the FTA (as needed)
- Closeout completed grants with the FTA. (as needed)

### Task #4

Perform project and program management duties for the Section 5307, 5309, and CMAQ programs.

- Monitor section 5307 account balances and reconcile with the FTA. (as needed)
- Transfer section 5307 funds between grantees. (as requested)
- Review section 5307 grant applications. (as needed)
- Process contract and budget revisions for section 5309 grant contracts. (as needed)
- Review grantee procurement documents for section 5309 capital. (as needed)
- Process section 5309 capital claims after grantee procures equipment. (as needed)
- Revise program of projects for active section 5309 grants. (as needed)
- Close out section 5309 grant contracts and purchase orders. (as needed)
- Review CMAQ projects and participate on the CMAQ committee. (as needed)
- Request transfer of CMAQ funds from FHWA to FTA. (as needed)

### Task #5

Complete and maintain the transit portion of the Indiana Transportation Improvement Program (INSTIP).

- Review the transit portion of the MPO TIPs. (as needed)
- Approve the transit portion of the MPO TIPs. (as needed)
- Complete the transit portion of the INSTIP. (as needed)
- Approve MPO TIP amendments for transit projects. (as needed)
- Request the programming section to amend the approved INSTIP. (as needed)

### Task #6

Encourage and promote state and local coordination of transportation programs and services.

- Participate in meetings between FSSA & INDOT regarding coordination. (as needed)
- Encourage the coordination between local transportation providers. (as needed)

**Person Hours                      2,184**

**Subcategory 821**  
**Public Mass Transportation Program**

The Indiana Department of Transportation is responsible for administering the Public Mass Transportation Fund. The fund is derived from .63.5% of the state's general sales and use tax. The PMTF can match up to 100% of the locally derived income of an operating or capital project. In state fiscal year 1986, INDOT began allocating the fund according to a "performance" based formula. The formula is designed to encourage systems to recover as much of their costs from local sources while continuing to carry as many passengers as possible for a given level of service and service area population. The PMTF formula allocation was changed in Calendar Year 1998. The new formula allocation is based on three performance factors. These factors are passengers per operating expense, miles per operating expense and locally derived income. The new formula is being phased in over six years.

The PMTF account will be approximately \$29 million dollars for calendar year 2005. The funds are to be used for operating and capital expenses for public transportation in the state of Indiana.

The PMTF grants are awarded on a calendar year basis. The PMTF program guide describes the policies and procedures used by INDOT to implement and monitor the PMTF program.

**Fiscal Year 2005 Priorities**

- Administration of Public Mass Transportation Funds
- Public Mass Transportation Fund Project Management
- Public Mass Transportation Fund Program Management

**Task #1**

Administer Public Mass Transportation Fund (PMTF) grants to eligible applicants based upon the procedures outlined in the PMTF management guide.

**End Products and completion dates:**

- Determine the 2005 funding allocation based on the INDOT formula. (10/04)
- Revise the CY2005 operating and capital grant applications (11/04)
- Distribute CY 2005 grant applications and funding allocation amounts. (11/04)
- Review PMTF grant applications for completeness and accuracy. (12/04)
- Contact grantees regarding any deficiencies with the grant application. (12/04)
- Submit approval letters and grant contracts to public transit systems. (12/04)

**Task #2**

Perform project management duties and activities for all grantees of the public mass transportation program.

End Products and completion dates:

- Execute local grant contracts CY 2005. (12/04)
- Process contract revisions/amendments for grantees. (as needed)
- Review and monitor quarterly reports submitted by grantees. (as needed)
- Process operating and capital claims submitted by grantees. (as needed)
- Close out and deobligate grant contracts and purchase orders. (as needed)
- Provide technical assistance to grantees. (as needed)

Task #3

Perform program management duties and activities for the public mass transportation program.

End Products and completion dates:

- Revise the CY 2005 grant contracts. (11/04)
- Complete a final program of projects for CY 2005. (1/05)
- Revise the PMTF management guide. (as needed)
- Revise the operating and capital claim forms. (as needed)

**Person Hours      585**

**Subcategory 822**  
**Indiana Commuter Rail and Passenger Rail Activity**

INDOT defines commuter rail as short-haul rail passenger service operated in a metropolitan/suburban areas. This is usually characterized by a reduced fare, multiple-ride tickets and by morning and evening peak period operations. Passenger Rail or Intercity rail operate largely between several regions of the state. Passenger rail includes all rail passenger service other than commuter service. The PTS will primarily focus on commuter rail issues in Northwest Indiana.

The Northern Indiana Commuter Transportation District (NICTD) operates a service between the Michiana Regional Airport in South Bend, Indiana to Randolph Street Station in Chicago. The line is approximately 90 miles in length. NICTD serves the principal Indiana communities of Hammond, East Chicago, Gary, Ogden Dunes/Portage, Chesterton, Michigan City and South Bend. NICTD also serves neighboring communities in southeast Chicago. NICTD receives various federal and state grants for operating and capital improvements.

The National Rail Passenger Corporation, more popularly known as Amtrak, was created in 1970. Amtrak currently provides service to approximately twenty million passengers. Amtrak is primarily a rail carrier, it does not own its right-of-way, except for 712 route miles in the Northeast. Amtrak also owns 95.6 miles of track between Porter, IN and Kalamazoo, MI. For the most part it operates over the lines of freight railroads for which it pays a fee based on a trackage rights agreement. Within Indiana Amtrak operates at least 7 routes that go through Indiana. The Indiana DOT does not offer any financial assistance to Amtrak for maintaining passenger service.

**Fiscal Year 2005 Priorities**

- Commuter Rail and Electric Rail Service Funds
- Commuter Rail Project Management
- Passenger Rail

**Task #1**

Process the Commuter Rail Service Fund (CRSF) and the Electric Rail Service Fund (ERSF) claims.

**End Products and completion dates:**

- Reconcile the CRSF and the ERSF account balance. (1/05)
- Request the Governor to approve the distribution of the CRSF. (3/05)
- Submit claims to NICTD for signature. (3/05)
- Process claims for payment. (3/05)
- Submit the CRSF and ERSF payment to NICTD. (3/05)

## Task #2

Perform program and project management duties for the Northern Indiana Commuter Transportation District (NICTD).

End Products and completion dates:

- Submit NICTD with a PMTF grant application. (11/04)
- Review & approve the NICTD grant application. (11/04)
- Execute local grant contract between INDOT and NICTD. (12/04)
- Process NICTD quarterly reports and claims. (quarterly)
- Review NICTDs annual report survey for completeness and accuracy. (3/05)
- Provide NICTD with technical assistance. (as needed)
- Coordinate with NICTD and NIRPC on planning issues for NICTD. (as needed)

## Task #3

Monitor and participate in passenger rail planning efforts.

End Products and completion dates:

- Provide technical assistance to the Rail Section. (as needed)
- Monitor, analyze and report upon the activities by Amtrak within Indiana. (as needed)
- Participate in the commuter rail study. (as needed)
- Coordinate with the Rail Section and the Planning Division on major investment decisions, environmental studies and long term economic development analysis. (as needed)

**Person Hours: 78**



**Subcategory 824**  
**Policy Analysis and Development**

The development and implementation of transportation policy is a major responsibility of INDOT. The Public Transit Section will take leadership in this area and will maintain relationships with national and state coalitions and associations. Also, we will pursue statewide and local efforts that explore transit issues and evaluate policy alternatives.

We will continue to monitor all legislation that will impact the transit industry. This effort will include disseminating information to transit operators, metropolitan planning organizations and interested parties.

**Fiscal Year 2005 Priorities**

- Technical Assistance to Executive Staff
- Review Legislation
- Information Dissemination

**Task #1**

Provide technical assistance to Executive Staff, Legislators, Governors staff, Lt. Governor's staff and other state and local officials.

**End Products and completion dates:**

- Review correspondence from public officials and private citizens. (as needed)
- Provide technical information to executive staff regarding transit issues. (as needed)

**Task #2**

Review state and federal legislation to determine the impact on transit programs.

**End Products and completion dates**

- Review state and federal house and senate bills and determine impact on transit programs and systems. (as needed)
- Work with the Indiana Transit Association to research the impact of transportation bills. (as needed)
- Provide executive staff with fiscal impact information. (as needed)
- Attend the Indiana Transit Association conference (8/04).

### Task #3

Information dissemination of transit related information to customers.

End Products and completion dates

- Disseminate information on the INDOT home page. (as needed)
- Attend the MPO conference and other workshops and conference regarding transit issues. (as needed)

**Person Hours: 176**

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#### Summary of Total OWP Person Hours

Annual OWP Person Hours	10,530
Annual Non-Work Person Hours (Vac/Hol/Sick/Personal)	1,170
<b>GRAND TOTAL ANNUAL PERSON HOURS</b>	<b>11,700</b>

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*Please Note:*

26.00	#of pay period per yr.	Est. Non Work Days per yr.	26
<u>75.00</u>	# of hours per pay perd.	# of hrs per day	7.5
1,950.00	# of hours per yr per staff	# of hrs per yr for non work days	195
<u>6.00</u>	# of staff for PTS	# of PTS staff	6
11,700.00	# of work hrs per yr for PTS	# of total non work hrs.	1,170

*Annual OWP Person Hours equals Total Annual Person Hours minis Non-work person hours.  
(11,700 – 1,170 = 10,530)*



**INDIANA DEPARTMENT OF TRANSPORTATION  
PUBLIC TRANSIT SECTION  
STATE FISCAL YEAR 2005 OVERALL WORK PROGRAM: BUDGET SUMMARY**

SUBCATEGORY	Person Hours- & %age of total	FUNDING SOURCES												Local	TOTAL FUNDING
		Federal						State							
		2009 Adm. 2013 Adm.	IN-40-2013 MPOs	18-6022/23 Admin	IN-18-7023 RTAP	IN-18-X022/23 Grants	IN-16-0030 Admin.	16-0030 Grants	PMTF Adm. & Grts.	CRSF	ERSF				
817 Technical & Informational Assistance, & Special Projects	876 PTS	\$12,658		\$15,823					\$3,165					\$31,645	
	6.4% Contracts:														
	-MTAP (dies 2005)	\$3,200							\$800					\$4,000	
	-Consultant (A/R 04/05)	\$48,422							\$12,106					\$60,528	
	-Consult (Comp 5310)	\$64,000							\$16,000					\$80,000	
	-Consult (Comp 5311)	\$0		95,952					0					\$95,952	
	Subtotal	\$128,280		\$111,775					\$32,070				\$0	\$272,125	
818 Section 5311 Program	5,265 PTS			\$190,197										\$190,197	
	38.6% Grants (est.)														
	RTAP/UTAP Grant	\$68,780		\$84,159	\$120,451	\$7,103,057	\$44,800		\$28,395					\$7,103,057	
	Subtotal			\$274,356	\$120,451	\$7,103,057								\$346,585	
819 Section 5310 Program	1,365 PTS								\$9,862					\$9,862	
	10.0% Grant (est.)														
	Subtotal						\$39,448	\$1,865,436					\$466,359	\$2,381,105	
820 Sections 5303/5313 Program And Planning	2,184 PTS	\$63,117							\$15,779					\$78,897	
	16.0% Grants (est.)														
	Subtotal	\$63,117							\$15,779					\$925,878	
														\$1,004,775	
821 PMTF Program	585 PTS														
	4.3% Grants (est.)														
	Subtotal														
									\$21,133					\$21,133	
									\$29,500,000					\$29,500,000	
									\$29,521,133					\$29,521,133	
822 Commuter/Passenger Rail Activity	78 PTS	\$2,254							\$564					\$2,818	
	0.6% Grants (est.)														
	Subtotal	\$2,254							\$564	\$10,000,000	\$150,000			\$10,150,000	
										\$10,000,000	\$150,000			\$10,152,818	
824 Policy Analysis & Development	176 PTS	\$5,086							\$1,272					\$6,358	
	1.3% Subtotal	\$5,086							\$1,272					\$6,358	
Non-work Pay Hours (Vac/Sk/Holi/Personl)	1170 PTS								\$42,266					\$42,266	
	8.6%														
GRAND TOTAL	11,700 PTS	\$83,116	\$0	\$206,020	\$0	\$0	\$39,448	\$0	\$94,040	\$0	\$0	\$0	\$0	\$422,625	
	85.7% Contracts	\$115,622	\$0	\$95,952	\$0	\$0	\$0	\$0	\$28,906	\$0	\$0	\$0	\$0	\$240,480	
	Grants	\$68,780	\$925,878	\$84,159	\$120,451	\$7,103,057	\$44,800	\$1,865,436	\$29,528,395	\$10,000,000	\$150,000	\$466,359	\$150,000	\$50,357,315	
	TOTAL:	\$267,518	\$925,878	\$386,131	\$120,451	\$7,103,057	\$84,248	\$1,865,436	\$29,651,341	\$10,000,000	\$150,000	\$466,359	\$150,000	\$51,020,419	

NOTES:

~ Based on the percentage of time each Public Transit Employee spends on a work element.

PTS = Public Transit Section costs, including salaries (@ 4% increase per year from the 2000 amount), fringes, and all other c

CRSF = state Commuter Rail Service Fund.

ERSF = state Electric Rail Service Fund.

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NOTES:

~ Based on the percentage of time each Public Transit Employee spends on a work element.

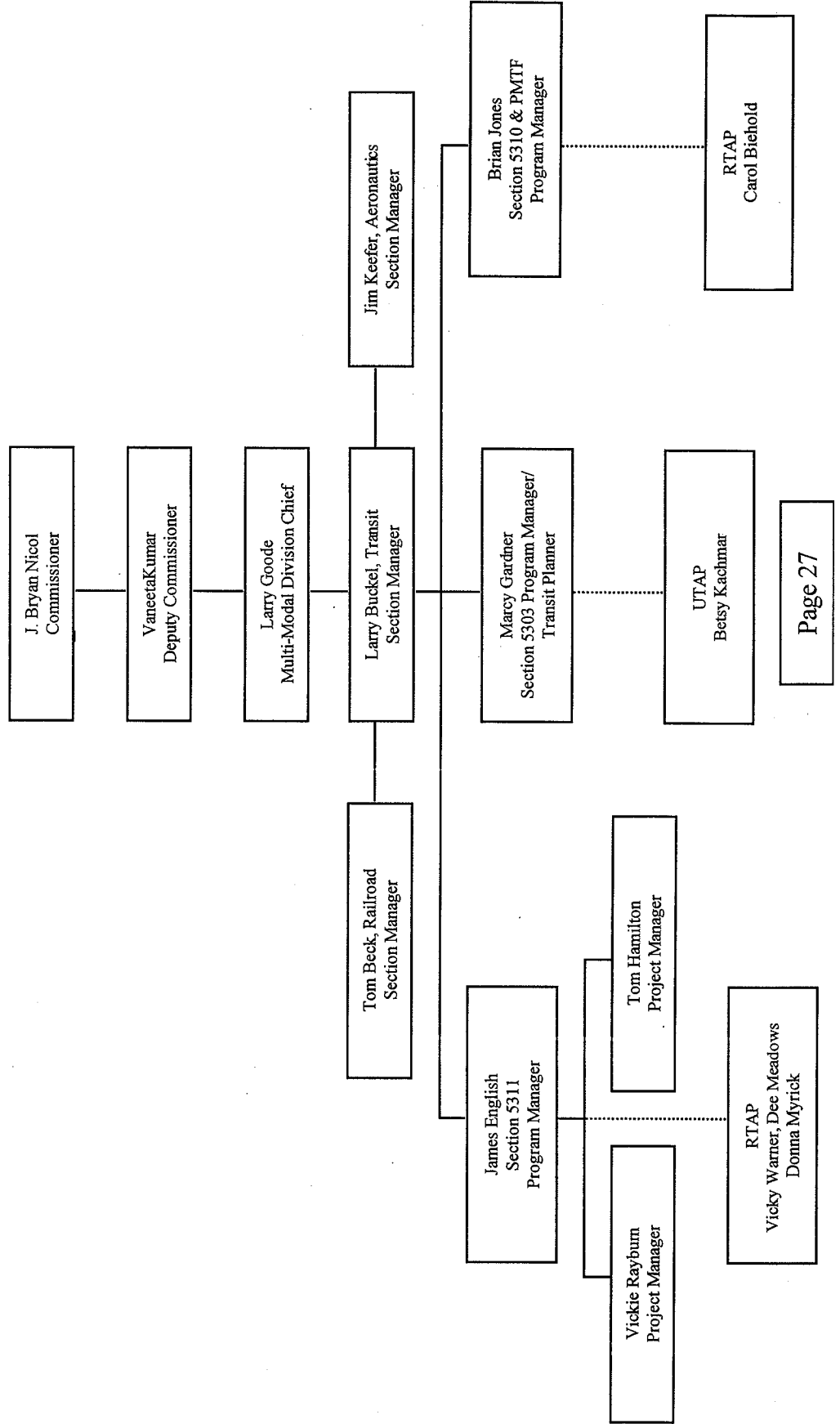
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# Public Transit Section Indiana Department of Transportation



**PUBLIC TRANSIT SECTION  
AREAS OF RESPONSIBILITY  
May 13, 2004**

**LARRY BUCKEL: Section Manager**

- Overall Management of Section
- Work Program Development
- FTA Grant Management
- PTS Web-Site
- Develop/Maintain INSTIP Transit Element
- Section 5307/5309 Program Manager
- Federal Reporting
- Policy Development/New Initiatives
- Oversight of Section Budget
- MTAP Coordinator
- Section 5307 Governor's Apportionment
- Passenger Rail
- Monthly Progress Reports
- **PMTF Project Manager for:**

*NICTD  
NICA  
TARC*

*LaPorte  
Michigan City*

- **Section 5303 Project Manager for:**

*KIPDA  
NIRPC*

**BRIAN JONES: Program Manager**

- **Section 5310 Program Manager**
- PMTF Overall Coordination
- Vehicle Specifications/Procurement
- Third Party Contracting
- Section 5310 Management Plan
- Section 5310 Inventory
- Section 5310 Compliance Reviews
- PTS Annual Report
- **PMTF Project Manager for:**

*Bloomington  
Evansville  
Muncie*

*Terre Haute  
Lafayette  
Columbus*

- **Section 5303 Project Manager for:**

*Bloomington  
Evansville  
Muncie*

*Terre Haute  
Lafayette  
Columbus*

**JAMES ENGLISH: Program Manager**

- **Section 5311 Program Manager**
- Section 5311 Grant Cycle
- Intercity Program
- RTAP Coordinator
- Marketing Program
- Section 5311 Compliance Reviews
- Supervision of two Project Managers
- **Section 5311 Project Manager for:**

<i>Greyhound</i>	<i>SITS</i>
<i>Monroe County</i>	<i>Huntingburg</i>
<i>SIRPC</i>	<i>SIDC</i>
<i>Seymour</i>	<i>Johnson County</i>
<i>Hendricks County</i>	<i>Noblesville</i>
<i>Fayette County</i>	<i>Miami County</i>
<i>New Inter Urban</i>	

**VICKIE RAYBURN: Project Manager**

- Section 5311 Contracts
- Program of Projects
- Section 5311 Management Plan
- Monitor RTAP Grant Balances
- Section 5311 Mailings
- Assist with Compliance Reviews
- Section 5311 Project Management
- Intercity Project Management
- **PMTF & Section 5311 Project Manager for:**

*KIRPC  
Mitchell  
Orange County  
Knox County  
Fulton*

*Franklin Co.  
Bedford  
Washington  
Marion  
Noble County*

### **Tom Hamilton: Project Manager**

- Section 5311 Inventory
- Capital Replacement Plan
- Marketing Program
- Assist with Intercity Program
- Section 5311 Project Management
- Assist with Section 5311 Compliance Reviews
- **PMTF & Section 5311 Project Manager** for:

<i>Cass Co.</i>	<i>Huntington Co.</i>
<i>Madison Co.</i>	<i>Waveland</i>
<i>Richmond</i>	<i>Wabash Co.</i>
<i>Union Co.</i>	<i>KABS</i>
<i>New Castle</i>	<i>Plymouth</i>

### **Marcy Gardner: Planner**

- Liaison with Transportation Planning/Programming Section
- Assist with INSTIP transit element
- Transit Plan/TDP Coordinator
- DBE/Title VI Officer
- Multi-Modal Planning Coordinator
- Major Investment Strategies (MIS)
- Respond to Transit Correspondence
- CMAQ Program Manager
- Section 5303 Program Manager
- Section 5303 Project Manager for:

<i>Indianapolis</i>	<i>MACOG</i>
<i>Fort Wayne</i>	<i>Kokomo</i>

- PMTF Project Manager for:

<i>Indianapolis</i>	<i>Elkhart</i>
<i>Fort Wayne</i>	<i>Kokomo</i>
<i>Anderson</i>	<i>Goshen</i>
<i>Hammond</i>	<i>East Chicago</i>
<i>Gary</i>	<i>South Bend</i>

### **TERRI McCLUNG: Accounting & Control**

- FTA draw downs/Reporting
- Grant contract balances
- Accounting Records

### **PAM POLSTON/MARGIE NEWMAN/ DEBRA CURLIN-BROWN/ JAYMEE McCLUNG: Administration**

- Process Contract Invoice-Vouchers
- Develop Purchase Orders for PMTF, Federal grants and Consultants Agreements
- Personnel forms and documents
- Budget monitoring and reporting
- Payroll and insurance processing

\* Project Managers also administer Section 5309 grants for their respective systems.

# **ATTACHMENT A**

## **RTAP/UTAP Work Program**

### **Calendar Year 2003**

#### **Subcategory 818**

#### **Section 5311 Program**

#### **(RTAP)**

#### **Priorities**

#### **Administration**

#### **Technical Assistance**

#### **Training**

#### **Research**

#### **Task #1 - Administer and manage the technical assistance program contract.**

End products and completion dates:

- Execute grant agreement between INDOT and IU (1/1/03)
- Submit CY2004 work plan to INDOT (10/1/03)
- Submit activity reports to INDOT (monthly)
- Submit claims for reimbursement to INDOT (monthly)
- Perform program management duties (as needed)
- Attend quarterly INDOT staff meetings (as needed)
- Close out completed RTAP grant contract (as needed)

#### **Task #2 - Provide technical assistance to rural and specialized transportation providers.**

End products and completion dates:

- Organize and maintain transportation resource library (as needed)
- Produce TapIn newsletter (quarterly)
- Maintain RTAP web page (as needed)
- Prepare and maintain InfoPaks (as needed)
- Assist Section 5311 systems with service enhancements/compliance issues (as needed)
- Assist Section 5311 systems to address compliance review findings (as needed)
- Assist Section 5311 systems to comply with drug and alcohol program requirements (as needed)
  - Collect and review reports (quarterly & 3/15/03)
  - Collect and review revised policies (as needed & 3/15/03)



- Comprehensive system review of compliance with regulations (per triennial schedule)
- Maintain system files as required by FTA (as needed)
- Monitor vendor/grantee compliance under state managed TPA contract
- Semi-annual training workshops (Summer/5311 Grantee meeting)
- On-site training and technical assistance re: new regulations, compliance issues, supervisor & driver training, etc (as needed)
- Provide timely, informative responses to all technical assistance requests (as needed)
- Attend local transportation advisory committee meetings (as needed)
- Provide technical support to state and federal officials regarding transportation issues (as needed)
- Review applications for Section 5311 funding (8/03)
- Perform other tasks as requested by INDOT (as needed)

**Task #3 - Provide training to promote safe and accessible rural and specialized transportation.**

End products and completion dates:

- Provide curriculum of on-site training programs (as needed)
- Develop and maintain brochures and training resource lists (as needed)
- Maintain lending library of training videos & resources (as needed)
- Support state-wide and regional conferences & seminars (quarterly/annual)
- Assist with the Section 5311 grantee workshop (Fall)
- Assist with the 11<sup>th</sup> annual Indiana Transportation Roadeo (Spring)
- Assist with the INCOST annual conference (Fall)
- Award scholarships to transit managers to attend national training (as needed)
- Co-sponsor manager training seminar with neighboring states (Summer)

**Task #4 - Evaluate effectiveness of current activities and research innovative solutions to transit issues.**

End products and completion dates:

- Develop new, and revise existing, training and technical assistance resources to address changing needs - system security, passenger sensitivity, driving skills, etc. (as needed)
- Survey satisfaction of training participants and technical assistance recipients (as needed)
- Attend training workshops, seminars, conferences to enhance our capacity to provide training and technical assistance (as needed)

**Person Hours 6,240**

**Subcategory 819**  
**Section 5310 Program**

**Priorities**  
**Administration**  
**Technical Assistance**

**Task #1 - Provide support services for the Section 5310 application process.**

End products and completion dates:

- Distribute the 2003 grant application package (Dec-Jan)
- Review applications for Section 5310 funding (Mar-April)
- Facilitate application review by Transportation Advisory Group (May)
- Develop funding recommendations and notify applicants (June)
- Provide technical support to state and federal officials regarding specialized transportation issues (as needed)

**Task #2 - Provide technical assistance to Section 5310 grantees.**

End products and completion dates:

- Conduct a grant application workshop (December)
- Perform on-site program compliance reviews of grantees (as needed)
- Attend local transportation advisory committee meetings (as needed)
- Provide timely, informative technical assistance to applicants and grantees (as needed)
- Provide curriculum of on-site training programs to grantees (as needed)

**Person Hours 2,080**

**Subcategory 820  
Section 5313 Program  
(UTAP)**

**Priorities**

**Planning**

**Technical Assistance**

**Training**

**Task #1 - Provide technical assistance to small and large urban transit providers.**

End products and completion dates:

- Assist Section 5307 urban systems with service enhancements/compliance issues (as needed)
- Provide peer networking training opportunities for transit staff – management, supervision, marketing, maintenance, finance, etc. (as needed)
- Provide timely, informative responses to all technical assistance requests (as needed)
- Provide technical support to state and federal officials regarding urban transportation issues (as needed)

**Task #2 - Provide training to promote safe and accessible transportation in urban areas.**

End products and completion dates:

- Provide curriculum of on-site training programs (as needed)
- Maintain lending library of training videos & resources (as needed)
- Support state-wide and regional conferences & seminars (quarterly/annual)
- Assist with the ITA Annual Meeting (Summer)

**Task #3 - Evaluate effectiveness of current activities and research innovative solutions to urban transit issues.**

End products and completion dates:

- Develop new, and revise existing, planning, training and technical assistance resources to address changing needs (as needed)
- Survey satisfaction of training participants and technical assistance recipients (as needed)
- Investigate cooperative procurement opportunities (as needed)
- Conduct technical research on issues of concern to urban systems (as needed)
- Attend training workshops, seminars, conferences to enhance our capacity to provide planning, training and technical assistance (as needed)

**Person Hours            2,080**